

Department of Social and Health Services

**DP Code/Title: M1-94 Mandatory Workload Adjustments**

**Program Level - 050 Long Term Care Services**

Budget Period: 2003-05 Version: E1 050 2003-05 Fall Update

**Recommendation Summary Text:**

This decision package requests funding for costs associated with the professional staff necessary to verify Medicaid eligibility, assess functional disability, ensure Quality Assurance, and coordinate the delivery of appropriate and cost-effective services for the anticipated caseloads in all Long Term Care (LTC) settings. This estimate is based on the October 2002 Caseload Forecast Council (CFC) update.

**Fiscal Detail:**

**Operating Expenditures**

|   | <u>FY 1</u>      | <u>FY 2</u>      | <u>Total</u>     |
|---|------------------|------------------|------------------|
| <b>Program 050</b>                                      |                  |                  |                  |
| 001-1 General Fund - Basic Account-State                | 1,238,000        | 2,197,000        | 3,435,000        |
| 001-7 General Fund - Basic Account-Private/Local        | 266,000          | 520,000          | 786,000          |
| 001-C General Fund - Basic Account-DSHS Medicaid Federa | 1,406,000        | 2,546,000        | 3,952,000        |
| <b>Total Cost</b>                                       | <b>2,910,000</b> | <b>5,263,000</b> | <b>8,173,000</b> |

**Staffing**

|                         | <u>FY 1</u> | <u>FY 2</u> | <u>Annual Avg</u> |
|-------------------------|-------------|-------------|-------------------|
| <b>Program 050 FTEs</b> | <b>34.8</b> | <b>62.8</b> | <b>48.8</b>       |

**Package Description:**

This decision package reflects the costs associated with the professional staff necessary to verify Medicaid eligibility, assess functional disability, and coordinate the delivery of appropriate and cost-effective services for the anticipated caseloads in all long-term care settings. The number of staff required for these activities is driven by the number of clients receiving services provided through the programs managed by Aging and Adult Services Administration (AASA).

The AASA workload model provides an estimate of needed staffing based on the number of hours required to manage a specific case and the number of clients in the caseload. Caseload estimates used for these calculations are from the CFC October 2002 Forecast.

|                        | FY04   | FY05   |
|------------------------|--------|--------|
| Nursing Facilities     | 12,673 | 12,475 |
| Adult Family Homes     | 3,294  | 3,294  |
| Adult Residential Care | 1,428  | 1,435  |
| Assisted Living        | 4,281  | 4,641  |

Adult Protective Services (APS) staffing needs, as well as staffing requirements for community residential licensing are also included in this request.

A significant driver of this FTE request is the increase in the APS population. Caseload is estimated to be a total of 9,649 clients for Fiscal Year 2004 and 10,053 for Fiscal Year 2005. This is up from a budget estimate of 8,970 for Fiscal Year 2003. Significant education regarding the requirements for certain groups of professionals who are "mandated reporters" to call in reports of suspected abuse of vulnerable adults and high levels of publicity for the ENDHARM toll free lines are expected to result in continuing increases in the APS caseload.

Additional FTEs will allow for growth in the number of licensed boarding homes and adult family homes.

**Narrative Justification and Impact Statement**

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***How contributes to strategic plan:***

The decision package supports the AASA goals of: Providing Public Value, and Addressing Client and Family Needs.

The decision package supports the agency balanced scorecard goals pertaining to Client Health and Safety.

The decision package supports the Governor's goal to increase the safety and security of Washington State residents.

***Performance Measure Detail***

**Program: 050**

**Goal: 01E    Ensure access to an array of optional long-term care services**

No measures submitted for package

**Incremental Changes**

**FY 1**

**FY 2**

**Goal: 02E    Address Client and Family Needs**

No measures submitted for package

**Incremental Changes**

**FY 1**

**FY 2**

**Goal: 05E    Provide Public Value**

No measures submitted for package

**Incremental Changes**

**FY 1**

**FY 2**

***Reason for change:***

Staffing demands are driven by the number of clients receiving services provided through the programs managed by AASA.

This estimate maintains the Aging and Adult Services Administration's workload formula adopted during the 1997-99 Biennium. Outcomes by the current Workload Standards Study will be provided for budget consideration, as soon as they are available.

A significant driver in this FTE request is an anticipated increase in the APS caseload.

***Impact on clients and services:***

Funding the workload change will provide sufficient staffing to continue services at the current level.

***Impact on other state programs:***

None

***Relationship to capital budget:***

None

***Required changes to existing RCW, WAC, contract, or plan:***

None

***Alternatives explored by agency:***

Not applicable

***Budget impacts in future biennia:***

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This request is caseload driven. The number of case managers, financial workers, and APS staff required in the future will be based on increased or decreased numbers of clients receiving services, as determined by future caseload forecasts.

***Distinction between one-time and ongoing costs:***

The funding of case managers is an ongoing cost, dependent on the caseload forecast.

***Effects of non-funding:***

A direct relationship exists between the number of financial eligibility workers and case managers compared to the number of clients who can be managed in AASA's programs. Without appropriate numbers of case managers, there is a risk that clients will not receive appropriate or cost effective services, and the safety of clients may be at risk. The use of the computer-based Comprehensive Assessment form has proven extremely valuable in measuring and monitoring the needs of the state's long-term care population. These Comprehensive Assessments cannot be kept up-to-date without adequate case managers.

***Expenditure Calculations and Assumptions:***

See attachment - AASA M1-94 Mandatory Workload Adjustments.xls

| <b><u>Object Detail</u></b>  |                             | <b><u>FY 1</u></b> | <b><u>FY 2</u></b> | <b><u>Total</u></b> |
|--|-----------------------------|--------------------|--------------------|---------------------|
| <b>Program 050 Objects</b>   |                             |                    |                    |                     |
| A  | Salaries And Wages          | 1,773,000          | 3,219,000          | 4,992,000           |
| B  | Employee Benefits           | 426,000            | 772,000            | 1,198,000           |
| E  | Goods And Services          | 597,000            | 1,059,000          | 1,656,000           |
| G  | Travel                      | 60,000             | 116,000            | 176,000             |
| T  | Intra-Agency Reimbursements | 54,000             | 97,000             | 151,000             |
| <b>Total Objects</b>   |                             | <b>2,910,000</b>   | <b>5,263,000</b>   | <b>8,173,000</b>    |
| <br><b><u>DSHS Source Code Detail</u></b>                                |                             |                    |                    |                     |
| <b>Program 050</b>   |                             | <b><u>FY 1</u></b> | <b><u>FY 2</u></b> | <b><u>Total</u></b> |
| <b>Fund 001-1, General Fund - Basic Account-State</b>                    |                             |                    |                    |                     |
| <b><u>Sources</u></b>  | <b><u>Title</u></b>         |                    |                    |                     |
| 0011   | General Fund State          | 1,238,000          | 2,197,000          | 3,435,000           |
| <b>Total for Fund 001-1</b>  |                             | <b>1,238,000</b>   | <b>2,197,000</b>   | <b>3,435,000</b>    |
| <br><b>Fund 001-7, General Fund - Basic Account-Private/Local</b>        |                             |                    |                    |                     |
| <b><u>Sources</u></b>  | <b><u>Title</u></b>         |                    |                    |                     |
| 5417   | Contributions & Grants      | 266,000            | 520,000            | 786,000             |
| <b>Total for Fund 001-7</b>  |                             | <b>266,000</b>     | <b>520,000</b>     | <b>786,000</b>      |
| <br><b>Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa</b> |                             |                    |                    |                     |
| <b><u>Sources</u></b>  | <b><u>Title</u></b>         |                    |                    |                     |
| 19UL   | Title XIX Admin (50%)       | 1,406,000          | 2,546,000          | 3,952,000           |
| <b>Total for Fund 001-C</b>  |                             | <b>1,406,000</b>   | <b>2,546,000</b>   | <b>3,952,000</b>    |
| <b>Total Program 050</b>   |                             | <b>2,910,000</b>   | <b>5,263,000</b>   | <b>8,173,000</b>    |